

Application for  
RECORDS DISPOSITION STANDARD

1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received	Application No.
3. AGENCY, Division, Subdivision & Administering Office Address Office of the Governor News Division State Capitol 201 Atlanta, Georgia 30334		4. Person in Contact	Date Completed
		Mr. Jody Powell	JAN 24 '73 73-33-40 1-24-73
		5. Working Title	6. Tel. No.
		Press Secretary	656-1731

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE.

☐ DISPOSE OF PRESENT ACCUMULATIONS;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series  
1968-Present

9. Exact Series Title  
News Division Files

10. What is the function of the office in which this record series is created

This office is responsible for the public relations of the Governor's offices. Activities which facilitate this mission are 1) preparation of press releases and coordination of relations with the news media 2) planning and execution of the Governor's news conferences 3) audio recording and transcribing of the Governor's news conferences and speeches. 4) preparation of drafts, notes, background data and supporting materials for the Governor's speeches 5) monitoring public opinion and reaction.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

SEE SEPARATE SERIES DESCRIPTION AND DISPOSITION RECOMMENDATIONS

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letterfile File Drawers	2.7	4.8			
Legalsize File Drawers	7.75	15.5	Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				This Year's	Last Year's
				Preceding Year's	All Prior Year's
			AVERAGE DAILY REFERENCES		

1. Is this the Record Copy of the series? ☐ ☐
14. Is there a duplication of this series in another office or agency? ☐ ☐
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☐ ☐
16. Does the series contain classified information requiring security handling? ☐ ☐
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ ☐
18. Could the function be performed if the files were lost or destroyed? ☐ ☐
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ ☐
20. Does the record series provide data as input to an EDP file? ☐ ☐
21. Does the record series contain documentation produced as EDP printout? ☐ ☐
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☐ ☐
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ ☐

24. REQUIREMENTS. The following requires the files to be kept \_\_\_\_\_ years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ Other

then:

- ☐ Hold in the current files area \_\_\_\_\_ month(s)/\_\_\_\_\_ year(s);
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold \_\_\_\_\_ year(s);
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify)

*Joseph L. Powell Jr.*  
*Timothy Carter*

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series		Records Management Officer		Date
26. Recommendations in Paragraph 25 are:	State	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency/Designee	Date
	Records	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Department of Audit/Designee	Date
	Committee	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State/Designee	Date
			Department of Justice/Designee	Date

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73-33

A. Speaking Engagement Files  
(January- 1971-Present)

This file relates to the Governor's speaking engagements.

The series consists of a number of categories of materials related to the speeches made/to be made by the Governor. 1) Suspense file of information on the Governor's future speaking engagements 2) Completed fact sheets on audience locality for past speaking engagements 3) Governor's wife's speeches 4) Packets of information on past speaking engagements (includes rough notes for speech, related press releases, speech transcripts, outlines).

The arrangement for this file varies: 1) Suspense file is chronological; 2) Completed fact sheets are chronological 4) Packets of information are roughly alphabetical by subject.

NOTE: A card file arranged by topic is maintained as a cross reference to speeches.

Volume:

1.75 legal Drawers 3.5 cu.ft.

Rate of Accumulation: 1. cu.ft.

Person to Contact: Susan Clough

Title: Assistant to the Press  
Secretary

Telephone: 656-1731

Access:

Disposition: Cut off at the end of each calendar year; hold in Current Files Area until end of term of Governor; retire to State Archives.  
Card File: Hold through term of Governor in Current Files Area; retire to State Archives. Earlier transfer is authorized.

73-34

B. Press Release Files (January, 1971-Present)

This file documents the press releases disbursed by the News Division.

This file consists of the record copy and two duplicates of all press releases and supporting papers.

This file is arranged chronologically. A quick list of dates and release titles has been prepared for easy reference.

Volume:

1 Legal drawer 2 cu.ft.

Rate of Accumulation: 1 cu.ft.

Person to Contact: Betty Rainwater

Title: Assistant to the Press  
Secretary

Telephone: 656-1731

Access:

Disposition: Cut off at the end of each calendar year; hold in Current Files Area through term of Governor; retire to State Archives. Earlier transfer is authorized.

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C. Speech Resource and  
Reference Files (1971-Present)

This file relates to resource and reference material and information for the Governor's speeches.

*void*  
The file includes a variety of reference materials on topics of concern to the citizens of Georgia. Subject headings include Education, Federal-State Relations, Health, Highways, Industry and Business. These topics are often further divided into more specific areas: Example - Health (General, Drugs, Mental, Fitness, etc.)

This series is arranged alphabetically by subject.

Volume:

1.5 Legal drawers 3 cu.ft.

Rate of Accumulation: negligible

Person to Contact: Susan Clough

Title: Assistant to the Press  
Secretary

Telephone: 656-1731

Access:

Disposition: Destroy when obsolete,  
superseded or no longer needed for  
reference.

73-36 D. Clipping File (1968-Present)

This file documents the political scene in Georgia 1968-present, specifically the election campaign of 1970 and the relations between the office of the Governor and the press. It also includes reference information on prominent Georgians.

This file is in two sections.

1) Pre-1971 Clippings Files  
include newspaper and magazine clippings relating to the political scene in Georgia. Types of materials are position statements, endorsements, and general news items. This section of the file is arranged by candidate and/or subject (alphabetically) and thereafter chronologically.

2) 1971-Present Clippings Files  
provide general information on prominent Georgians, specifically the Governor. The file contains Xerox copies of news articles, some original clippings, and occasional related materials. This section is arranged alphabetically by subject with some sub-headings for large topics.

Volume:

2.5 Letter drawers 4.5 cu.ft.

Rate of Accumulation: 1.5 cu.ft.

Person to Contact: Betty Rainwater

Title: Assistant to the News Secretary

Telephone: 656-1731

Access:

Disposition: Cut off at the end of Governor's term of office; transfer to State Archives. Earlier transfer is authorized.

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E. Audio Tape Files (1971-Present)

This file documents the Governor's speeches and press conferences.

This file contains cassette type audio tapes from 60-120 minutes in length. Each tape contains the Governor's comments on one or more occasions or topics. These tapes are transcribed as time and staff permit.

The series is arranged chronologically.

Volume:

.2 Letter drawers .3 cu.ft.

Rate of Accumulation: .15 cu.ft.

Person to Contact: Betty Rainwater

Title: Assistant to the News Secretary

Telephone: 656-1731

Access:

Disposition: Hold in Current Files Area until transcription is complete.

A representative sample of tapes (types of speeches) should be taken and sent to Archives for permanent retention. A selection of the Governor's best speech tapes should also be sent to Archives for permanent retention. Tape samples and selections should be made continuously so that tapes not selected may be reused after transcription is complete.

73-38

F. Transcript Files (1971-Present)

*Void*  
This file is created as a result of transcribing the audio tapes of the Governor's speeches, press conferences, comments, etc.

This file contains typed transcripts of the Governor's comments on various occasions or topics.

The series is arranged chronologically.

Volume:

Rate of Accumulation:

Person to Contact:

Title:

Telephone:

Access:

Disposition: Cut off each six months; transfer to State Archives. Agency is authorized to keep copies in Current Files Area for reference. At end of term of Governor, reference copies may be destroyed.

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G. General Subject Files (1971-Present)

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This file includes but is not limited to: 1) Reference lists/indexes to press releases and clippings 2) Copies of Executive Orders 3) Biographies of Governor 4) Biographies of his major appointees 5) Commission reports 6) Photographs of the Governor 7) News Conference Transcripts 8) Selected Speeches 9) Press Secretary's Correspondence (including informal notes to and from the Governor) 10) Specific Subject Current Working Papers and Correspondence.

This file is arranged alphabetically by subject.

Access:

Disposition: Cut off at end of term of Governor; retire to State Archives. Earlier transfer is authorized.

73-40 H.

Proclamation Files (1968-Present)

This file is used to document the proclamations made by the Governor during his term of office.

This file includes the record copy (not the original) of each proclamation. The original copy goes to concerned group and a tissue or Xerox copy is retained for the files. The original copies of Proclamations of Holidays are kept with the Executive Minutes Working Papers in the Legal Division offices.

The series is arranged chronologically. A card index arranged alphabetically by subject/occasion is maintained as a quick finding aid.

Volume:

.5 Legal drawers 1 cu.ft.

Rate of Accumulation: .5 cu.ft.

Person to Contact: Susan Clough

Title: Assistant to Press Secretary

Telephone: 656-1731

Access:

Disposition: Cut off each six months; transfer to State Archives. Agency is authorized to keep copies in Current Files Area for reference. At the end of term of Governor, reference copies may be destroyed.  
Card File: Cut off at end of term of Governor; retire to State Archives.

Amended  
1/13/75.